



CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Department: Human Resource Management
Subject: Employee Photo Identification Badge

Policy Number: 6-21
Supersedes: New
Date Issued: 09/01/02

I. INTRODUCTION

This policy provides guidelines for the regulation and management of employee photo identification badges as a means of enhancing service to citizens and visitors as well as establishing a safer work environment.

II. POLICY

A county issued photo identification badge will be issued to all Chesterfield County employees (including employees of state agencies, constitutional offices, or other public bodies, except for the School Board, funded in whole or in part by county funds, and volunteers working for any such entity). All employees are required to prominently display a county issued identification badge while working. Departments have the option of selecting either the county issued photo identification badge or the standardized Chesterfield County gold name badge. Department directors/office administrators will determine which badge will be displayed. This practice will assist in distinguishing citizens and visitors from county employees. (Note: This policy does not apply to uniformed personnel or in cases where the display of the photo identification badge might create a safety hazard due to the nature of the employee's duties. Departments will furnish a list of employees that are exempt from wearing a photo identification badge to Human Resource Management.)

III. PROCEDURE

- A. New employees will be issued a photo identification badge, along with their choice of fasteners, during orientation.
- B. Employees who lose their photo identification badge will receive one replacement at no cost. For subsequent replacements, the employee will be charged \$10 for each replacement. If an employee changes departments, a new photo identification badge will be issued at no charge.
- C. If an employee cannot locate their photo identification badge, departmental management should be notified in writing immediately.
- D. Employees using a photo identification badge to access their worksite will not be charged for a replacement badge if it becomes unserviceable or fails to provide ready access.
- E. A replacement badge can be obtained from Human Resource Management during specified times each month. Photo identification badges will be made at the Chesterfield University Learning and Development Center located in the Room B06 in the basement of the Administration Building.
- F. When an employee terminates his/her employment with Chesterfield County, the photo identification badge must be retrieved from the employee on his/her last day and returned to Human Resource Management. In accordance with standard separation procedures, the employee will then be removed from the system and the badge destroyed.
- G. Departments will be responsible for ordering and paying for the Chesterfield County gold, standardized name badges if they are chosen.
- H. If county standardized name badges were worn on a daily basis, the photo identification badge will be maintained at the employee's workstation available for immediate use.